



# BID SOLICITATION

Page 1 of 4  
Printed: 12/1/2004

STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS  
CAPITOL HILL  
PROVIDENCE RI 02908

BUYER: LISA HILL  
PHONE #: (401) 222 - 2142 ext. 116

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ATTORNEY GENERAL  
AG ADMINISTRATIVE SERVICES  
150 SOUTH MAIN ST  
PROVIDENCE RI 02903

**BID NUMBER: B04544**  
**TITLE: FILE CONVERSION**  
**BID OPENING DATE AND TIME:**  
**12/29/2004 11:00 AM**

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ATTORNEY GENERAL  
AG ADMINISTRATIVE SERVICES  
150 SOUTH MAIN ST  
PROVIDENCE RI 02903

Requisition Number(s): R66A054799

Item	Class-Item	Quantity	Unit	Unit Price	Total
	<p>THERE WILL BE A PRE-BID CONFERENCE ON 12/15/04 AT 10:00 AM.</p> <p>LOCATION: ATTORNEY GENERAL'S OFFICE 150 SOUTH MAIN STREET MEET AT RECEPTION AREA PROVIDENCE, RI 02903</p> <p>AN INSURANCE CERTIFICATE IN COMPLIANCE WITH PROVISIONS OF ITEM 31 (INSURANCE) OF THE GENERAL CONDITIONS OF PURCHASE IS REQUIRED FOR COMPREHENSIVE GENERAL LIABILITY, AUTOMOBILE LIABILITY, AND WORKERS' COMPENSATION AND MUST BE SUBMITTED BY THE SUCCESSFUL BIDDER(S) TO THE DIVISION OF PURCHASES PRIOR TO AWARD. THE INSURANCE CERTIFICATE MUST NAME THE STATE OF RHODE ISLAND AS CERTIFICATE HOLDER AND AS AN ADDITIONAL INSURED. FAILURE TO COMPLY WITH THESE PROVISIONS MAY RESULT IN REJECTION OF THE OFFEROR'S BID. ANNUAL RENEWAL CERTIFICATES MUST BE SUBMITTED TO THE AGENCY IDENTIFIED ON THE PURCHASE ORDER. FAILURE TO DO SO MAY BE GROUNDS FOR CANCELLATION OF CONTRACT.</p>				

It is the Vendor's responsibility to check and download any and all addenda from the RIVIP. This offer may not be considered unless a signed RIVIP generated Bidder Certification Cover Form is attached and the Unit Price column is completed. The signed Certification Cover Form must be attached to the front of the offer. When delivering offers in person to One Capitol Hill, vendors are advised to allow at least one hour additional time for clearance through security checkpoints.

DELIVERY: \_\_\_\_\_

RIVIP VENDOR ID#: \_\_\_\_\_

TERMS OF PAYMENT: \_\_\_\_\_

**DO NOT SIGN BID ON THIS PAGE!**  
**USE CERTIFICATION COVER FORM.**



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	<p>NOTE: IF THIS BID COVERS CONSTRUCTION, SCHOOL BUSING, HAZARDOUS WASTE, OR VESSEL OPERATION, APPLICABLE COVERAGES FROM THE FOLLOWING LIST MUST ALSO BE SUBMITTED TO THE DIVISION OF PURCHASES PRIOR TO AWARD:</p> <ul style="list-style-type: none"><li>* PROFESSIONAL LIABILITY INSURANCE (AKA ERRORS &amp; OMISSIONS) - \$1 MILLION OR 5% OF ESTIMATED PROJECT COST, WHICHEVER IS GREATER.</li><li>* BUILDER'S RISK INSURANCE - COVERAGE EQUAL TO FACE AMOUNT OF CONTRACT FOR CONSTRUCTION.</li><li>* SCHOOL BUSING - AUTO LIABILITY COVERAGE IN THE AMOUNT OF \$5 MILLION.</li><li>* ENVIRONMENTAL IMPAIRMENT (AKA POLLUTION CONTROL) - \$1 MILLION OR 5% OF FACE AMOUNT OF CONTRACT, WHICHEVER IS GREATER.</li><li>* VESSEL OPERATION - (MARINE OR AIRCRAFT) - PROTECTION &amp; INDEMNITY COVERAGE REQUIRED IN THE AMOUNT OF \$1 MILLION.</li></ul>				

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Item	Class-Item	Quantity	Unit	Unit Price	Total
1.0	425-81 BID A TOTAL COST FOR THE COMPLETE FILE CONVERSION & BARCODE TRACKING SYSTEM IN ACCORDANCE WITH ATTACHED SPECIFICATIONS. PROJECT WILL CONSIST OF THREE SECTIONS:  1. OVERVIEW OF THE PROJECT;  2. PROJECT ORGANIZATION; AND:  3. SOFTWARE SPECIFICATIONS.  ALL REQUIREMENTS ARE CONTAINED IN THE ATTACHED DETAILED, SEPCIFICATIONS  MOVABLE SHELVING AND FILE TRACKING SYSTEM CONSISTING OF:  QUALITY ASSURANCE;  WARRANTY;  MAINTENANCE SERVICE;  ALL PARTS, INCLUDING BUT NOT LIMITED TO MOVABLE SHELVING WITH A MINIMUM CAPACITY OF 1000 POUNDS PER LINEAR FOOT AND MORE SPECIFICALLY LISTED ON THE ATTACHED SPECIFICATIONS  PREPARATION OF THE SITE;  INSTALLATION OF THE PRODUCT;  PROTECTION OF THE PROJECT UNTIL COMPLETION; AN  CLEAN UP OF SITE DURING AND AT COMPLETION OF	1.00	TOTAL		

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Item	Class-Item	Quantity	Unit	Unit Price	Total
	THE PROJECTS.				
	CONTACT PERSON: WILLIAM MASSE (401) 274-4400, EXT. 2216				
				TOTAL:	

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## 1.1 FILE CONVERSION & BARCODE TRACKING SYSTEM

### 1. OVERVIEW OF THE PROJECT:

- A. Currently files are in a filing sequence unique to their business unit. We estimate that between both sites there is 26,000 legal size files. The selected Vendor will convert to end tab indexing approximately 26,000 legal size files. The exact number will be determined after the completed data entry of all of the folders to be converted. The vendor will be supplying the data for this conversion by performing data entry input.
- B. The conversion project will consist of the Vendors personnel removing folders from the system on to file carts, matching the existing folder to a new end tab label, apply the end tab label, refile completed converted file to the new moveable shelving system.
- C. Selected Vendor will also move the existing box storage area shelving and boxes to the newly installed moveable shelving system for boxes. The existing shelving is to be reused and mounted on the vendor supplied moveable carriages as outlined in the prior section
- D. Selected Vendor will then come in, a day prior to the conversion actually starting, to confirm with the customer the scope of the project has not changed in any way. At the start of the conversion all files will be removed from the system and placed onto file carts in their correct order. The existing folder will then have a new end tab label applied. Converted files will then go to a quality control station that will verify the information the correct tab had been applied before files are returned to the filing system. The vendor will know the exact number after the data indexing project has been completed.
- E. The customer will be asked to walk through the completed filing system and develop a punch list of items that may need to be completed. After completion of all items on the list, the customer will be asked to sign off on the completed project.
- F. The database of files will be provided to the customer in an excel spreadsheet format on CD.
- G. Selected Vendor will include a separate line item for converting additional files using the converter tab. This cost will be based on filing inches and good for 2 years from the date of award.

### 2.PROJECT ORGANIZATION:

- A. Selected Vendor's project manager and supervisors will arrive the day prior to the beginning of the project to attend a series of meetings. The meetings will include:
- B. Logistical planning meeting with the office staff.
- C. Meeting with the Key Contact
- D. Meeting with any outside resources
- E. Agenda

Introduction of the conversion team. \*\*\* ALL MEMBERS OF THE CONVERSION TEAM WILL BE REQUIRED TO HAVE A CRIMINAL BACKGROUND CHECK PERFORMED BY THE DEPARTMENT OF ATTORNEY GENERAL PRIOR TO THE PROJECT BEGINNING..

- F. Agree upon methods of communication.
- G. Walk through the facility to familiarize our staff with access, rest rooms, break rooms, and any other pertinent facility information.
- H. Agenda
- I. Entrance to, and exit from, the building.
- J. Sign in procedures if any.
- K. Security issues.
- L. Parking.
- M. Trash Removal.
- N. Phone Numbers, Emergency Numbers.
- O. Air Conditioning requirements.
- P. Selected Vendor will provide tables, file carts, and cleaning of the work area.

## 2. SOFTWARE SPECIFICATIONS

- A. Software should be available as an ASP solution, In-house solution or combination of both.
- B. Software should support imaging, file tracking, box storage, microfilm indexes, video, audio, PDF, Word, Excel and other objects.
- C. Support multiple projects.
- D. Administration of software should provide
  - Full reporting capabilities
  - Control data integrity and user access.
  - Manage Users, File Types, and volumes.
  - Add/delete/edit files and other settings.
  - Ability to backup and restore system settings in automated fashion.
  - End User personal preferences.
- C. File Tracking Software Requirements
  - Parameter driven
  - Custom index fields
  - Text, numeric, Date/Time and Terminal Digit field types.
  - Checklist Maintenance Simple checklist to manage mandatory file documents
  - Advanced checklist feature assigns responsibilities and deadlines.
  - Custom Reason fields (reason for checking a file out).
  - Example - Client Visit, File Update, Audit, Archive, Destruction, etc.
- D. System Administrator should be able to set up Users with passwords. The Users shall be able to then maintain and update their own passwords.
- E. Comprehensive Report Generation requirements.
  - Login Report, File Activity Report, File Inactive Report, File Destruction Report, Pending Request Report, File Inventory Report.
  - Compliance with regulatory agencies.

- Administrators have the ability to generate reports on either user or file activity.
  - Be instantly up to date on status of all files.
  - Complete history tracking.
- F. Barcode Tracking Software should be integrated with on demand label printing system. Software should be able to print labels for folders and documents, to link the management of paper and digital-based records, Print bar code labels for the folder and documents.
- G. Records Retention Schedule
- End user should be able to enter Destruction Dates and pull a File Destruction Report.
  - The User should be able to get a summary of all files that are checked out to them and the files they have requested.
- H. Search capability requirements
- The user shall be able to search on any field or multiple fields simultaneously with partial index values.
  - Complex searches such as "and/or" criteria.
  - Full Text OCR searches.
  - Search results displays all index values with current file status (checked out etc.).
  - Search for Boxes/Containers or files in a Box/Container.
  - Microfilm Index tracking and retrieval.
- I. Batch Functionality Requirements
- Batch Checkout/Transfer
  - Batch Check-in
  - Batch Request
  - Batch Print
- J. New File Entry Requirements
- This function requires proper security access and allows the User to enter new file information for one or multiple files.
  - Importing of file information in an automated process.
  - Box or Container entry capability.
  - Integration to label printing software enabling records that are added to the database to have corresponding labels printed for file folders and documents. Folder labels shall be printed to include color-coding, bar codes, text, graphics or about any feature required, and shall be designed to maintain the look and function of an existing filing system.
- K. File Request Requirements
- A user shall be able to create a file request for a file that currently is not available.
  - E-mail notification to the user when the file becomes available.
- L. File Location Requirements
- The system should track the current location of any file whether it is in the file area, checked out to a user, or has been archived to storage or another media type.
- M. File Transfer Requirements
- File ownership shall be able to be transferred from one user to another.
- N. File Checkout Requirements
- A file shall be able to be checked out to any authorized registered user or location.
- O. File Check-in Requirements
- The check-in routine is as easy as two bar code reads.

- First read the file ID bar code and then the check-in function bar code.
- P. Software & System Architecture Requirements
  - Non-proprietary database
  - Windows Operating environment.
  - True web based software.
  - System must support tethered, wireless portable devices.
  - Server should be windows 2000 Server or greater.
  - Must support Microsoft SQL Server, Sybase or Oracle database.
  - Quick installation and configuration.
  - Support network, ASP, or standalone configurations.
  - Seamless integration with label printing systems.
  - Easy wizard screens for configuration.
  - Easy migration of legacy or external databases.
  - Allow for integration into existing applications using API
- Q. Full system consulting with users and departments.
- R. Full system implementation and planning.
- S. Integration of created database.
- T. System training of all users.



## ***MOVABLE SHELVING AND FILE TRACKING SYSTEM PROJECT***

### **PART 1 GENERAL**

#### **1.1 SECTION INCLUDES**

- A. Movable shelving system, complete with tracks, carriages, and safety devices; including installation.
- B. Shelving units
- C. Accessories
- D. File Conversion
- E. The Owner has carefully considered the options available and based on the needs for the materials stored, their usage and access requirements, the desired operation and safety of user personnel, and for minimum maintenance has determined that the requirements stated in this section are necessary for this project; substitution of designs and materials not meeting the specified requirements is prohibited.
- F. There will be no partial award of this work. Bids that do not include all the work specified will be rejected as non-responsive.
- G. Proposal/Bid Submittal: Include the following:
  - 1. Specifications or product data that fully describes all elements of the system to be provided.
  - 2. If any deviations from these specifications or drawings are intended, clearly describe such substitutions:
    - a) Indicate the relevant specification paragraph number and drawing number, if relevant.
    - b) Include data and test reports as necessary to either substantiate that the deviation is equal to that specified, or fully explain how the deviation differs from that which is specified.
    - c) The Owner, at his discretion, may accept or reject any or all substitutions; the burden of proof of merit of any substitution is upon the proposer.
  - 3. A list of three or more movable shelving projects and file conversion projects completed for three or more different facility owners similar in scope and magnitude of this project using equipment similar in materials, operation, and safety features. Include the following:
    - a) Customer's name and address.
    - b) Location of the system.
    - c) The number and length of movable ranges.
    - d) The commodity that is stored.
    - e) The name and phone number of the end user contact person.
    - f) Data equipment installed.
    - g) Safety features installed.
  - 4. Indicate with the bid the time it will take to perform the work, from time of award to completion of installation.
  - 5. Indicate location of closest service and parts distribution center.
  - 6. Include one complete wheel assembly with pillow blocks/bearings and section of track.

## 1.2 SUBMITTALS

- A. Manufacturer's data sheets on each product to be used, including:
  - 1. Preparation instructions and recommendations.
  - 2. Storage and handling requirements and recommendations.
  - 3. Installation methods.
- B. Shop Drawings: Detailed drawings of assembly, including interfaces with supporting structure.
  - 1. Use a scale sufficiently large enough to show all pertinent features.
  - 2. Submit in the form of black line prints.
- C. Selection Samples: For each finish material specified submit material or color chips showing full range of manufacturer's standard colors.
- D. Physical Samples: Submit one complete wheel assembly with pillow blocks/bearings and section of track.
- E. Computer generated design showing room layout and cabinets to be installed within given space. Drawing needs to be to scale and as specific as possible. Drawing needs to include an area near the doorway that will allow for a small workstation, installed by others, that will house some of the file tracking equipment.

## 1.3 QUALITY ASSURANCE

- A. Manufacturer Qualifications: Firm that has been producing this type of product on projects of similar size and scope for minimum of ten years, who warrants all components whether made by the firm or not, and who has a factory-trained, full-time service department and inventory of parts within 25 miles from the project site.
- B. Installer Qualifications: Factory trained and authorized by the manufacturer. Manufacturer's signed certificate is required.

## 1.4 WARRANTY

- A. Provide manufacturer's standard five-year warranty from Date of Substantial Completion, covering all parts and including the cost of materials and labor for replacement of defective parts.

## 1.5 MAINTENANCE SERVICE

- A. Provide two-year maintenance service contract through office located within 25 miles from the project site, including maximum 4-hour turn-around time on all requests for service and factory trained and authorized service personnel.

## PART 2 PRODUCTS

### 2.1 MOVABLE SHELVING

- A. Capacity: All components designed, manufactured, and installed to carry a minimum load of 1,000 pounds per linear foot (1,488 kg/linear m) of carriages, within specified tolerances.
- B. Provide a movable shelving system consisting of a combination of mobile and stationary units in the number of ranges and general size and configuration to maximize the space available, complete with tracks, safety devices and shelving;

Determine actual carriage lengths, depths and spacing between closed carriages based on the final design.

1. Mobile Units: Mechanically assisted.
  2. Height of units to be limited to 92.75.
  3. All units to be movable to allow access to wall piping.
  4. System to provide at least 13,400 Lineal filing inches (open / active).
  5. System to provide storage for at least 2,600 boxes (12x10x15). If it is determined by the agency that more open / active filing is needed the box total may be compromised to accommodate this prior to the installation of this section. Any additional material cost will be the responsibility of the agency.
  6. Mounting: Existing floor; deck height is to be above existing finish floor level.
  7. Ramps: Provide ramp of top of track at open sides, with flat decking between rails. Follow ADA specified guidelines.
  8. Height Available: 2 ¾ inches, nominal, from finish floor level.
  9. Provide aisle widths and clearances for traffic without obstructions during normal use of the system.
  10. Provide quiet and smooth operation without twisting, racking, irregular movement or noticeable variation through complete cycle of operation under all loading conditions, and as follows:
    - a) Maximum ½ inch (12 mm) variation in gap between edges of end panels within each range in all modules in all aisle positions.
    - b) No abnormal friction, abrasion, binding, or wear on or between contact surfaces of tracks, wheels, and drive components.
    - c) No drifting or rolling of stopped ranges.
  11. Provide materials that will not rust or corrode under normal environmental and use conditions.
- C. Do not use any of the following features or design solutions:
1. Drive train having less than one wheel per track per carriage as a drive wheel may allow movable carriages to rack or twist.
  2. Chain drive. Located in floor-mounted system.

## 2.2 COMPONENTS

- a) Rail System: Designed and fabricated by manufacturer to provide operation and capacity as indicated, with the following minimum requirements:
  1. Minimum of 2 tracks for each mobile range.
  2. At least two wheels on each carriage shall be flanged; track shape to suit flange design.
  3. No movement or deflection of tracks during operation of mobile ranges.
  4. Track Spacing: Not more than 84 inches (2134 mm) center to center.
  5. Track bearing Surface: Steel rail bar stock with Rockwell hardness of B95 or higher, plug welded onto track sub-structure; connected at all joints with circular spring pin that ensures vertical and horizontal alignment of adjoining tracks; do not use tongue and groove type rail connections that insure horizontal alignment only.
  6. Overall track height not more than 1-1/8 inches (29mm); requires grout under rail housing.
    - a) Deck Panels: Oriented strand board; ¾ inch (19 mm) thick, minimum.

- b) Panel Edges: Interlocking tongue and groove design, with end caps on outside edges for finished appearance.
  - c) No gaps between the deck and track; top of track flush with top of panels.
  - d) Leveling Feet: Two at each location, spaced at maximum of 11-3/4 inches (298 mm) center to center with maximum 1-inch (25 mm) vertical adjustment.
  - e) Spreader Channels: At least 16 gage, 0.06 inch (1.5 mm) steel, between rails at 11-3/4 inches (298 mm) center to center; bolted into place.
- 7. Seismic Track Configuration: (Where required by code, it is the vendors responsibility to research this) 1 by 1 inch (25 by 25 mm) rail bar centered on upwards-facing C-shaped steel channel 4-1/2 inches (114 mm) wide by 3/16 gauge (5mm) thick with minimum 7/8 inch (22 mm) wide flange returns; overall track height not more than 1-5/8 inches (41 mm). Does not require grout.
- 8. Track Anchors: Anchor tracks to substrate in manner that allows leveling over uneven substrate; provide 2 anchors at each anchor location.
  - a) Anchor Spacing: 13.36 inches (339 mm) on center maximum.
  - b) Anchor Type: Suitable for substrate material.
  - c) Shims: Steel. For leveling then grouted.
- 9. Levelness: 3/32 inch (2.4 mm) maximum variation from true level within any module; 1/16 inch (1.6 mm) maximum variation between adjacent tracks, perpendicular to track direction; maximum variation of 1/32 inch in 10 feet (0.8 mm in 3m) of track length, along any track.
- 10. Grout: Non-shrink fast-setting cement, with minimum compressive strength of 8,100 psi (55.8 Mpa); grout installed under full width and length of track substructure between shim locations.
- b) Drive Train: All wheels located on one side of the carriage to be drive wheels connected by full length coupled tubular drive shafts.
  - 1. Drive Shaft: Minimum outside dimension of 1-1/8 inches (29mm), with inside dimension of 0.885 inch (22.5 mm) and wall thickness of at least 0.120 inch (3 mm).
  - 2. Connection Between Drive Shaft and Wheel Shafts: By two spring steel roll pins placed at 90 degree angles at each end of drive shaft to insure elimination of play; coupling set-screw type devices not acceptable.
  - 3. Wheels: Cast and machined or hardened steel.
    - a) Size: 5 inches (127 mm) diameter, measured bearing surface to bearing surface not including flange.
    - b) Guide Wheels: All wheels double-flanged or minimum four center-flanged wheels per carriage;
    - c) Wheel Shafts: 3/4 inch (19 mm) diameter solid steel shaft supported by permanently lubricated, self-aligning sealed ball-bearing pillow blocks.

## 2.3 ACCESSORY COMPONENTS

- A. Deck: Flat floor between tracks and flush with top of tracks.
  - 1. No gaps between deck and track; top of deck flush with top of track.
  - 2. Floor Covering: VCT tile, color to be chosen by agency representative
- B. Entry Ramps: Stainless steel, minimum 16 gage, 0.06 inch (1.5 mm) thickness; located at all access points;
- C. Entry Ramps: Painted steel sheet, minimum 16 gage, 0.06 inch (1.5 mm) thickness; located at all access points

## 2.4 MECHANICAL OPERATION

- A. Operation: Upon turning the handle in the direction of the desired range movement, sprocket on inboard end transmits motion via chain to sprocket on drive shaft on one side of carriage, turning all drive wheels at once.
  - 1. Gear Ratios: Provide proper ratio for load factor.
  - 2. Operating Handles: 3-prong, projecting not more than 3-7/8 inches.
- B. Aisle Safety Locks: Provide minimum of one visible safety lock per range, located directly above operating handle, at approximately waist-level on front of end frame.
  - 1. Operation: Finger-controlled to prevent movement of range in either direction.
  - 2. Mechanism: Spring steel roll pin installed in latch lever directly engages slotted disk mounted to gear drive mechanism preventing handle from turning; manually operated spring loaded anti-roll pin will not satisfy this requirement.
  - 3. When the locks are reset, reset the safety status indicators to indicate green, that the aisle is no longer secure.

## 2.5 CARRIAGES

- A. Movable Carriages: All-steel modular carriage frames with cross-bracing members at maximum of 48 inches on center.
  - 1. Framing Members: U-shaped channels, minimum 11 gage, 0.12 inch (3 mm) thick at least 5 inches (127 mm) high by 1-3/4 inches (44 mm) wide with 11 gage, 0.12 inch (3 mm) cross-bracing.
  - 2. Finish: High solids baked enamel or powder coat paint.
  - 3. Overall Height With Wheels: Not more than 5-1/2 inches (140 mm).
- B. Stationary Carriages: Same construction and height as movable carriages, with shelves mounted at same heights; anchored to tracks.
- C. Undercarriage Anti-tip Clips: Located on each wheel frame of movable carriages, two per wheel; U-shaped channel design interlocking with track flange; flange overlap at least 7/8 inch (22 mm) wide.
  - 1. Material: Minimum 1/4 gauge (6 mm) thick steel.
  - 2. Do not use overhead anti-tip devices as seismic anti-tips.

## 2.6 END FRAMES

- A. End Frames: Attached to carriage in manner sufficient to provide structural support and stability for shelving; shelving attached at top, middle, and bottom of end frame.
  - 1. End Panel: Minimum 18 gage, 0.048-inch (1.2 mm) cold rolled steel of commercial quality.
    - a.) Finish: High solids powder coat paint.

## 2.7 SHELVING

- A. Use of existing shelving as indicated for box storage installed on movable carriages.
  - i. Legal File Shelving: Standard duty shelves.
    - a) Doubled Faced: 30-inch (762 mm) deep sections.
    - b) Section Width: 42 inches (1067 mm) nominal.
  - ii. Material Storage Shelving: For Box Storage. We plan to reuse the existing shelving units. Provide 36 shelves of Four Post (L&T) Shelving in order to provide space for box transfer that will be needed to free up existing shelving.
    - a) Single Faced: 30-inch deep sections.
    - b) Double Faced: Consists of 2 single face back-to-back sections.
    - c) Section Width: 42 inches (1067 mm) nominal.
- 3. Uprights: Formed from 18 gage, 0.048 inch (1.22 mm) steel into 2 inch (50.8 mm) wide T (intermediate) and 1 inch (25.4mm) wide L (end) shapes with key slot holes at 1-1/2 inch (38 mm) intervals punched along the inner wall only, with spacers or closure sheet as follows:
  - a) Open Uprights: Provide spacers formed from 18 gage, 0.048 inch (1.22 mm) steel into strips 3 inches (76 mm) wide; bottom spacer with 11/16 inch (17.5 mm) stiffening flange with two 1/4 inch (6.4 mm) holes for mounting to mobile bases. Weld to front and back uprights; provide four spacers at uprights, except as follows:
    - i. Provide three spacers at uprights below 64 inches (1626 mm).
    - ii. Provide three spacers at uprights between 76 to 88 inches (1930 to 2235 mm) that are less than 30 inches (762 mm) deep.
- 4. Heavy-Duty Shelves: Form four sides with 1-7/32 inch (31 mm) high channel formation with return flange over-bent to 120 degrees for easier installation.
  - a) Heavy Shelves: Provide holes 9/32 inch (7 mm) in diameter on 2-inch (50.8 mm) centers to receive bin dividers formed from 0.03-inch (0.76 mm) steel.
  - b) Shelf supports: Form from 11 gage, 0.12 inch (3.0 mm) steel.
- 5. Accessories:
  - a) Front Base: Form from 20 gage, 0.036 inch (0.91 mm) steel.
  - b) Center Stops: Form from 18 gage, 0.048 inch (1.22 mm) steel.
  - c) Back Stops: Form from 18 gage, 0.048 inch (1.22 mm) steel.
  - d) Sliding Reference Shelves: Form from 18 gage, 0.048 inch (1.22 mm) steel, suspended on ball bearing extension slides.
- 6. Finish: Factory epoxy powder coating, applied electrostatically to average thickness of 1.0 to 1.8 mils (0.025 to 0.045 mm), medium gloss.

## PART 3 EXECUTION

### 3.1 EXAMINATION

- A. Do not begin installation until substrates have been properly prepared.

### 3.2 PREPARATION

- A. Clean surfaces thoroughly prior to installation.
- B. Prepare surfaces using the methods recommended by the manufacturer for achieving the best result for the substrate under the project conditions.

### 3.3 INSTALLATION

- A. Install in accordance with manufacturer's instructions.
  - 1. All installers will be subjected to a criminal background check prior to being admitted to the building.
  - 2. Open / Active files shelving will be installed first and complete
  - 3. Files located in existing lower level file room will be converted, using a side converter tab, and transferred into above mentioned open / active shelving units. Files will be entered into the tracking database prior to being placed in the new system.
  - 4. Vendor will dismantle, remove, and dispose of existing Diebold filing unit
  - 5. Vendor will work with agency representative to relocate existing times two cabinets to areas within 150 South Main Street facility and set up.
  - 6. Vendor will work with agency representative to relocate 7 sections of rolling file system to offsite location, within the State of Rhode Island, and set up.
  - 7. After removal of existing cabinets, one to two weeks will be needed for Agency to prepare the outside walls before installation of remaining system.
  - 8. Vendor will install the remainder of the system and any stationary units.
  - 9. Vendor will work closely with agency representatives to relocate boxes from existing box storage room which will need to be done as the system is installed to enable the use of existing shelving units. Boxes are to be bar-coded and entered into the tracking system as they are moved.
  - 10. Vendor will work closely with agency representative to ensure a smooth organized transfer of both boxes and files.

### 3.4 PROTECTION

- A. Protect installed products until completion of project.
- B. Touch-up, repair or replace damaged products before substantial completion.

### 3.5 CLEAN UP

- A. Work area must be left cleaned each day.
- B. All trash must be removed and disposed of properly by the vendor.
- C. Work must be performed during regular working (business) hours.
- D. Vendor will be respectful to employees of the Department of Attorney General who will working during the installation process.